Person Specification

Office Manager Pay Grade – H7

Qualifications & experience	Essential	Desirable	Measured by
Experience of working in an office environment at senior level.		✓	App form
Educated to GCSE or equivalent, including GCSE (A-C) in Mathematics and English.	✓		App form
Evidence of accredited learning at NVQ Level 4 or equivalent.		✓	App form
Experience of managing pay related matters and invoices, and maintaining accurate financial records.	✓		App form/assess
A professional approach supported with a due regard for discretion and the need for confidentiality.	✓		App form/interview
Experience of HR related school administration such as absence and personnel records.		✓	App form/interview
Working knowledge and experience of using SIMS.		✓	App form/interview
A commitment to the school's Strategic Purpose, Commitment and Intent.	✓		App form/interview
A successful record of using own initiative as well as participating as a team member.	✓		App form/interview
Level 1 Safeguarding.		✓	App form
Knowledge, skills & competencies	**Essential**	**Desirable**	**Measured by**
Good knowledge of Microsoft office systems – (Word, Excel, PowerPoint)	✓		App form/assess
Evidence of developing ICT systems to improve administrative and financial systems.		✓	App form/interview
Excellent numeracy skills.	✓		App form/assess
Ability to provide a first point of contact service for visitors, staff and pupils.	✓		App form/interview
Understanding of schools values & ethos.		✓	Interview
Ability to be efficient and reliable and work under pressure.	✓		App form/interview
Excellent communication skills, both orally and in writing.	✓		App form/interview
Well-developed organisational, decision making, problem-solving, time management and prioritisation skills.	✓		App form/assess

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Personal attributes	Essential	Desirable	Measured by
Have a high level of flexibility	✓		App form/reference
Have a positive attitude and solution-focussed in a range of contexts.		✓	App form/assess
Ability to organise, lead and motivate staff.		✓	App form/interview
Warm and approachable manner and the ability to relate to a wide range of staff, pupils and visitors.	✓		Interview

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